



Office of the City Engineer

609 West Navajo Street
West Lafayette, Indiana 47906

Phone: 765.775.5130

Fax: 765.775.5249

M E M O R A N D U M

TO: West Lafayette Board of Public Works and Safety

CC: Diane Foster
Nicole Stocks

FROM: David M. Buck, P.E.
City Engineer

DATE: February 28, 2013

SUBJECT: **Jessica Jones**
Part – Time Office Assistant

I request permission to hire Jessica Jones as an Office Assistant in the Engineering Department. Jessica will start in the Engineering Department on Tuesday, March 5, 2013. Jessica's hourly pay will be \$11.00/hr. and she will work 20 hours per week. Her salary will be paid 80% from General Fund and 20% from Wastewater.